

**Subcommittee on Homeland Security
Committee on Appropriations
United States Senate
Outside Witness Testimony Instructions
Fiscal Year 2014 Appropriations**

The Subcommittee currently has a hearing scheduled for **April 23, 2013** regarding the Department of Homeland Security FY 14 Budget. Written testimony will be accepted in accordance with the guidelines below:

GUIDELINES

Format:

- Testimony (and supporting material) should be a **maximum** of four (4) pages, on 8 ½ x 11 paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to homelandsec@appro.senate.gov with the subject line “FY14 OWT.” We will only accept testimony formatted in Microsoft Word and Word Perfect. **DO NOT SEND PDF files.** Electronic submission only, testimony sent via the US mail or by Fax will not be accepted.
- Include contact information (name, email, physical address and telephone)

Deadline:

- All material must be received no later than 5:00 p.m., **Monday, May 6, 2013.**

Thank you.

Subcommittee on Homeland Security
Committee on Appropriations
United States Senate, SD-135
Washington, DC 20510
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